

Fiscal Year-End Timeline at a Glance

Thursday, June 24

- Payroll - Last Off Cycle Payroll Processed for FY2010. Funding for the final off cycle payroll must be in the Treasury System and completed by June 24, 2010.

Friday, June 25

- Federal Funding – Last day to complete draws that have a two day turnaround cycle to be deposited as FY2010 funds for spending or transfer. Deposit slips **must** be at the Treasurer's Office by Wednesday morning June 30, 2010 to ensure credit is received for the deposit. It is recommended that you have your deposit slip(s) to Treasury no later than Monday, June 28, 2010. The Treasurer's Office will not accept deposits after 12:00 noon on June 30, 2010.
- Federal Payroll Funding – Last day to complete special draws that have a two day turnaround cycle to be deposited at the Treasurer's Office by Wednesday morning June 30, 2010 to ensure credit is received for the deposit. It is recommended that you have your deposit slip(s) to Treasury no later than Monday, June 28, 2010. The Treasurer's Office will not accept deposits after 12:00 noon on June, 30 2010. **This funding is needed to cover the first payroll of FY2011.**
- Year-End Revenue Distribution Contact - Deadline for agencies to send Catherine Hickerson contact information to receive notification of the completed final general and special revenue distributions in order for additional fund transfers to be made by agency staff: catherine.hickerson@dfa.arkansas.gov.
- Last inbound BSEG files processed will be at 6:00 p.m.

Tuesday, June 29

- Treasurer's Office – Last day for receipt of federal money sent by ACH or EFT to be included in funds available to spend or transfer in FY2010.

Wednesday, June 30

- Agencies
 - All deposits and deposit slips must be to the Treasurer's Office by 12:00 noon.
 - All non-payroll fund transfers must be completed within AASIS by 12:00 noon.
- **Treasurer's Office - Closes at 12:00 noon.** No further deposits or transfer requests will be receipted. It is recommended that you have your federal funds deposit slip(s) to Treasury by Monday, June 28th.
- AASIS Service Center – Beginning at 12:00 noon, a lockdown of AASIS FI Security Roles will occur. A schedule of roles and times will be issued by ASC via ASC announcement.

- AASIS Service Center – Mid-Day lockdown of AASIS HR Security Roles will occur.
- Office of Accounting
 - Upon receipt, process the BAI file from the Treasurer's Office in AASIS to update available cash.
 - 5:00 PM – Begin Revenue Distribution
 - Upon completion (approximately 6:00 PM) notify designated Agency staff to complete funding transfers

PLEASE NOTE:

DESIGNATED AGENCY STAFF SHOULD BE AVAILABLE 2 HOURS BEFORE AND AFTER ALL ESTIMATED TIMES FOR NOTIFICATION. ONGOING PROCESSES WILL NOT BE DELAYED FOR AGENCY CONFIRMATION THAT ALL TRANSFERS ARE COMPLETE.

- Agencies will be allowed approximately 30 minutes to process required funds transfers prior to the final payment run for FY2010.
- AASIS Service Center
 - Prior to the start of final payment run, complete lockdown of AASIS FI Security Roles.
- Office of Accounting processes Final FY2010 Payment Run

Wednesday, June 30 thru Monday, July 5

- DFA personnel will be conducting year end related activities during this time period. Agency personnel will be locked out of the AASIS system.
- AASIS Service Center – FI
 - Complete various FY2010 FI close-out related tasks
 - Complete various FY2011 FI start-up related tasks
- Office of Personnel Management and AASIS Service Center - HR
 - Complete various FY2011 HR related tasks
- Office of Accounting – Perform FI posting of payroll
 - Post first bi-weekly payroll of FY2011

Tuesday, July 6

- AASIS Service Center opens FY2011 period 1 for posting
- AASIS Service Center unlocks FI & HR roles by 7:00 AM to begin normal operations.

Fiscal Year-End Additional Details

June 24, 2010 – The final off-cycle payroll:

The final off cycle payroll for Bi-weekly Pay Period 12 of 2010 will be processed on Thursday, June 24, 2010. Funding must be in the Treasury System and completed on Thursday, June 24, 2010.

June 25, 2010 – Federal funding

Federal funding generally requires 2 working days to be processed from the federal agency, through the Federal Reserve System to the Bank of America. An additional day is required for the bank to notify the Treasurer of State of the receipt and for the Treasurer's Office to match the deposit for the agency to the EFT and process the deposit into the Agency's account. **This should be the very last day to request federal draws to ensure use of funds during FY2010.**

In addition, the first payroll of FY2011 will be paid to employees on July 2nd. Agencies will not have access to AASIS until July 6th; therefore, funding should be drawn and available in the Treasury System by 12:00 noon on the June 30th to cover the payroll that will expense on July 1st and be paid to employees on July 2nd. It is recommended that you have your deposit slip(s) to Treasury no later than Monday, June 28th.

June 25, 2010 – Agency contact for revenue distribution:

When revenue distribution is completed, Catherine Hickerson will notify one agency contact person by email of the amount available for that agency. This notification is strictly for those agencies that will have personnel on duty to key transfers into AASIS in order to spend their general and special revenue distribution in FY2010. You must email Catherine at catherine.hickerson@dfa.arkansas.gov in order to participate in this activity by June 25, 2010. She will not be available by telephone the night of June 30, 2010.

June 29, 2010 – Federal funds sent by ACH or EFT:

All wire transfers and ACH deposits that are to be recorded in FY2010 will have to be receipted through the Federal Reserve Bank to an account of the Treasurer's Office with the corresponding agency deposit slip provided to the Treasurer's Office by this date.

June 30, 2010 – Receipts to Treasury / Revenue distribution:

12:00 NOON – All receipts will have to be processed within AASIS to ensure delivery of the deposit slip to the Treasurer's Office prior to their closing at noon. It is recommended you have your deposit slip(s) to Treasury by Monday, June 28th.

Important Note: Do not depend on fax or the delivery of mail for deposit slips to the Treasurer for processing of receipts. **Deposits that do not have a matching**

deposit slip for them will not be processed and available for spending on June 30, 2010.

It is anticipated that DFA – Office of Accounting should complete the special and general revenue distribution at approximately 6 p.m. on June 30, 2010. In the event an agency depends upon these transfers to fund purchasing obligations, agency staff must be on hand to assist in or perform the necessary fund transfers before the final payment run begins at approximately 6:30 p.m. on June 30, 2010.

The agency staff that has requested they be contacted by Catherine Hickerson – Office of Accounting will receive notification by email of the completed distribution and have approximately 30 minutes to make legal fund transfers. This will be the final payment run for FY2010 funds and appropriation. Agencies will not have an opportunity to clean-up errors on invoices nor fix funding problems. Any remaining invoices must be paid through the prior year voucher process and must be certified to have had available FY2010 funds and appropriation; however, they will be paid with FY2011 funds and appropriations. All FY2010 FI agency activity ends on Wednesday, June 30, 2010, after the last payment run for FY2010.

June 30, 2010 - Physical Inventory Count:

Agencies should conduct physical inventories of items of a “material amount”, other than equipment, on June 30, 2010 especially those that are not office supplies. The CAFR staff will be on site at selected agencies to observe inventory counts conducted by those agencies. The extended value of the inventory will be added to the trial balance by agency personnel as a period 13 journal entry as part of the year end closing entries made by your agency between July 6, 2010 and July 31, 2010.

Important Items of Note

- No parked or parked as completed invoices will be carried forward from FY2010 to FY2011
- No held Purchase Orders (POs) will be carried forward from FY2010 to FY2011
- No Purchase Requisitions will be carried forward from FY2010 to FY2011
- No Purchase Orders (POs) created in or prior to FY2009 will be carried forward even if line items were added in FY2010
- Purchase Orders (POs) created in FY2010 will be carried forward if sufficient budget exists in FY2011 to support the entire document
- Open direct pay invoices will be carried forward if sufficient budget exists in FY2011